

PLEASE POST CONSPICUOUSLY

WATERTOWN CIVIL SERVICE COMMISSION

ANNOUNCES

EXAMINATION OPEN TO THE PUBLIC

FOR

ASSESSOR

EXAM NUMBER 60-837

Examination Date: May 14, 2005

Last Filing Date: Applications must be postmarked no later than April 6, 2005

Salary: \$50,000

Application Fee: \$15.00

The eligible list resulting from this examination will be used to fill appropriate vacancies as they occur in the City of Watertown Assessment Department.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in mathematics, accounting, business, economics, public administration, science, or closely related field **and** four (4) years of full-time paid experience as an assessor, appraiser, valuation data manager, or similar experience; OR graduation from a regionally accredited or New York State registered college or university with an Associate's degree in mathematics, accounting, business, economics, public administration, science, or closely related field **and** six (6) years of full-time paid experience as an assessor, appraiser, valuation data manager, or similar experience; OR graduation from high school or possession of a high school equivalency diploma **and** eight (8) years of full-time paid experience as an assessor, appraiser, valuation data manager, or similar experience.

DUTIES: This is professional and supervisory work in the valuation for assessment of real property for tax purposes and the preparation of an annual assessment roll for the City. The work is performed under the general direction of the City Manager with leeway allowed for the use of independent judgment in planning work activities. Supervision is exercised over the work of appraisal and clerical staff. Advisory service is available from the New York State Office of Real Property Services. The incumbent does related work as required. **A complete job description is available from the Civil Service Commission.**

SUBJECT OF EXAMINATION: You must pass a **written test** with a score of 70 or higher to

be considered for appointment. The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

1) Building construction methods and materials. These questions test for knowledge of the various practices and materials used in basic building construction or renovation projects.

2) Organizing data into tables and records. These questions test your ability to combine and manipulate information into a specified format. You will be given numerical data in tabular and/or narrative form, and you must compile it into tables or records. Ability to add and subtract is required. All information necessary to answer the questions is given. No knowledge of specific bookkeeping, account-keeping, or record keeping systems is required.

3) Real Property Terminology, Documents and Forms. These questions may include but will not be limited to: definitions, examples and impact of terminology, documents and forms related to real property.

4) Principles, Practices and Theory of Real Property Valuation and Assessment. This subtest may include but will not be limited to: definitions, examples and application of the principles, practices and theory involved in such areas as real property valuation, appraisal, assessment.

5) Supervision. These questions test for knowledge of the principles and practices employed in planning, organizing and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivation and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale and discipline.

6) Understanding and interpreting tax maps and site plans. These questions test for the ability to read and analyze, and perform computations based on, various types of maps and plans, and may include tax maps, deed descriptions, site plans, survey maps and building layouts. All the information needed to answer the questions will be provided in the maps, plans, layouts or related written material. Calculators may be helpful in answering some of the questions.

This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the New York State Civil Service Law and rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

CALCULATORS: The use of calculators is **RECOMMENDED**. Candidates are permitted to use quiet, hand-held, solar or battery-operated calculators. Devices with typewriter keyboards such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

VETERANS' CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit available from the Civil Service Commission.

Applications for veterans' credit may be submitted with your application for examination or at any time before the new eligible list is established. Candidates currently serving in the armed forces may apply for conditional veterans' credits in examinations. Candidates who apply for such credit must provide proof of military status. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the New York State Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions. No credit may be granted after the new eligible list is established.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in the City of Watertown, please inform the Civil Service Commission at the time you submit your application.

INFORMATION FOR CANDIDATES

HOW TO APPLY: Applications may be obtained from and must be filed at the Watertown Civil Service Commission, Room 201B Municipal Building, 245 Washington Street, Watertown, New York. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved. Falsification of any part of the application will result in disqualification. Applications must be postmarked no later than April 6, 2005.

CROSS FILERS: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for **both** state and local government examinations, you must make arrangements to take all your examinations at the state examination center by calling (518) 457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the exams. You must notify each local civil service agency at which test site you wish to take your examination.

APPLICATION FEE: A fee of \$15.00 is required for each examination for which you apply. Fees must accompany your application and are payable to the City Comptroller, Room 203 Municipal Building. **No refunds will be made for any reason.** Please make sure you meet the minimum qualifications for any examination for which you apply.

EXCEPTIONS TO FEE REQUIREMENT: Application fees may be waived for any candidate who is either an unemployed head of household or receiving Supplemental Security Income (SSI) or public assistance in the form of Safety Net (formerly Home Relief) or Family Assistance (formerly Aid to Dependent Children) from a state or local social service agency. Individuals wishing to claim this waiver must certify on their applications that they are receiving public assistance, the type of assistance they are receiving, the agency providing the assistance, and their case number. Such claims are subject to verification and if not supported by appropriate documentation are grounds for barring appointment.

RESIDENCY: There is no residency requirement for this examination; however, preference in appointment from the eligible list may be given to residents of the City of Watertown.

SPECIAL ACCOMMODATIONS: Persons with disabilities and Saturday religious observers requiring special arrangements or accommodations for testing must note this on their applications. Please be sure to complete

Section D on page 4 of the application.

ELIGIBLE LIST: The duration of the eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment. A promotional examination for this title will be held at the same time as the open competitive exam. The eligible list resulting from the promotional exam will be used first.

LOCATION OF EXAM: Candidates will be notified in writing of the time and location of the written exam. Call the Civil Service Commission at 785-7733 if you do not receive your admission notice at least three business days prior to the date of the exam.

<p>The City of Watertown is an Equal Opportunity Employer and as such offers equal opportunities for all qualified applicants with no discrimination as to race, color, creed, sex, or national origin.</p>

THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: www.watertown-ny.gov

Date Issued: March 14, 2005

**Executive Secretary
Civil Service Commission**